

**ACCOUNTING OFFICER
(SPECIALIST)
DEPARTMENTAL PROMOTIONAL
SPOT - SACRAMENTO**



State of California
**DEPARTMENT
OF
JUSTICE**
P. O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE **February 11, 2005** - Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications postmarked, personally delivered, faxed, or received via interoffice mail **after** the final filing date will not be accepted for any reason. Applications must have an original signature.

WHO MAY APPLY

Applicants who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in department promotional examinations in the new department.

HOW TO APPLY

Applications (Form STD 678) may be downloaded from the State Personnel Board's website at WWW.SPB.CA.GOV. Applications MUST be mailed to or filed in person with:

Mailing Address:
Department of Justice
Testing & Selection Office
P. O. Box 944255
Sacramento, CA 94244-2550

File in Person:
Department of Justice
Testing & Selection Office
1300 "I" Street, 7th Floor
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE "I" STREET MAIL ROOM, THE 11TH FLOOR RECEPTIONIST, OR THE STATE PERSONNEL BOARD

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the STD 678 - Examination and/or Employment Application. You will be contacted to make special testing arrangements.

**QUALIFICATIONS
APPRAISAL INTERVIEW**

It is anticipated that the oral interviews will be conducted in March 2005.

SALARY

\$3589 - \$4363

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION:**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

**MINIMUM
QUALIFICATIONS****Pattern I****Either I**

EXPERIENCE: One year of experience in the California state service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

OR II**Pattern II**

EXPERIENCE: One year in the California state service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor). Applicants meeting the educational requirements who have completed six months of service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor) will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment. **AND**

EDUCATION:**Either I**

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

OR II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

OR III

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

OR III**Pattern III**

EXPERIENCE: Two years of increasingly responsible professional accounting or auditing experience. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accountant I.) (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **AND**

EDUCATION: SAME AS ABOVE

DEFINITION OF TERMS

The words ***“duties of a class with a level of responsibility....”*** means the applicant must have State service experience of appropriate type and length in a class equivalent in level and type (or higher) and/or pay as of an Accountant Trainee, Auditor I or Accountant I. The analyst will make the determination if the duties are qualifying.

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DEFINITION OF TERMS

The qualifications meeting the requirement ***“equivalent to graduation from college”*** are:

Satisfaction of the requirements for a bachelor's degree from an accredited college. This means the applicant must show receipt of a bachelor's degree.

If the formality of receiving a degree and participating in a graduation ceremony has not yet occurred, but the applicant has completed the number of units and maintained the grade average required for graduation and has complied with any special requirements for a bachelor's degree from the institution such as a submission of an acceptable thesis or dissertation, he or she is considered to have the equivalent of college graduation. To be given credit for equivalency, a letter from the college or university stating that the applicant has met all the academic requirements for graduation is the only evidence of equivalency that is acceptable.

THE POSITION

The Accounting Officer (Specialist) under supervision, from a Senior Accounting Officer or an Accounting Administrator, perform professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for agency activities, such as maintain accounting records for funds administered by the department; review expenditures against allotments. Incumbents may exercise moderate control in the administration of established policies and procedures, and may have on-going contacts with program managers, control agencies, local governmental jurisdictions, Federal Government, vendors, and members of the public. Incumbents in this class have no supervisory responsibilities, but may serve as a lead for Accountant Trainees, accounting clerical and semiprofessional personnel.

The position exists in Sacramento only.

EXAMINATION
INFORMATION

The examination will consist of a Qualifications Appraisal Interview (QAP). The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100.00%

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of examination.

EXAMINATION SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

- 1. Accounting principles and procedures.
- 2. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules and regulations.
- 3. Principles of business management, including office methods and procedures.
- 4. Governmental accounting and budgeting.

ABILITY TO:

- 1. Establish and maintain cooperative relations with those contacted in the work.
- 2. Communicate effectively.
- 3. Apply accounting principles and procedures.
- 4. Analyze data and draw sound conclusions.
- 5. Analyze situations accurately and adopt an effective course of action.

SPECIAL PERSONAL
CHARACTERISTIC

Ability to qualify for a fidelity bond.

VETERANS
PREFERENCE CREDIT

Veterans Preference Credits **are not** granted in a promotional examination.

CAREER CREDITS

Career Credits **will not** be granted in this examination.

THE DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Department of Justice, (916) 324-5039, for an examination without a written feature, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test. fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (Form 678) are available at the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), and local offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test., and all candidates who pass will be ranked according to their scores.

Examination Locations: Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, Los Angeles and San Diego. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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TESTING AND SELECTION OFFICE
P. O. BOX 944255
1300 "I" STREET
SACRAMENTO, CA 94244-2550
(916) 324-5039**